

# CAREER AND LIFE PLANNING EXERCISE



AIM

## Preparing for An Onsite Interview

# Preparing for an On-Site Interview

Successful interviews are a matter of preparation, execution and follow-up. Learn how to leverage all three.

You've made the cut. Now it's time to prepare for your "make it or break it" moment.

## Objectives:

**By the end of this exercise the participant/candidate will be able to:**

- **Prepare for and participate in the formal interview process utilizing the principals and concepts they have learned. They will:**
  - ✓ Identify and apply relevant "do's and don'ts" in preparing for their interview.
  - ✓ Leverage the principals and concepts contained in the checklist in their interview.
  - ✓ Utilize the principles and concepts in this tool in conjunction with other tools and resources.



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## How to Use This Tool:

1. Read through this tool and the resources noted below.
2. Prepare yourself, your resources and plans consistent with the attached checklists.
3. Review the *Tips: The Interview Mindset* before your interview
4. Refer to the resource(s) below for additional assistance in your preparations:

TITLE	RESOURCE NO.
<a href="#">Interviewing</a>	ST-06
<a href="#">Best Practices to Interview Preparation</a>	CL-01
<a href="#">Reference Check Evaluation Form</a>	S-06
<a href="#">Organizing and Customizing Interview Questions for your Interview</a>	E-21
<a href="#">Compensation Package Worksheet</a>	E-23
Evaluating <a href="#">Geographic Location</a> , <a href="#">Community</a> , <a href="#">Compensation</a> , <a href="#">Daily Work</a> , <a href="#">Practice Settings</a> , <a href="#">Work Environment</a> , <a href="#">Needs, Wants and Dreams</a> ,	E-07, E-08, E-09, E-10, E-11, E-12, E-14,
<a href="#">Decision Making Worksheet</a>	E-26
<a href="#">Prioritizing Offers</a>	E-24
<a href="#">Revisiting Physician Leadership Competencies</a>	E-25



# Preparing for an On-Site Interview

## Tips: The Interview Mindset

1. Leave your ego at the door. Nothing turns off a future employer more than a candidate with a big ego. Employers typically want to hear about motivated people with relevant talents that can help their organization, their patients, and the community.
2. Treat EVERYONE you meet as a decision-maker. Most employers will send a candidate survey to every interviewer or person you meet. In most cases, the last question is a hiring recommendation. See [Sample Physician Candidate Form](#).
3. Control your anxiety. Employers often interpret anxiety as disinterest, and one of their biggest fears is hiring a candidate who will leave in 12 months. Unfortunately, it's very difficult to overcome a bad first impression after the interview.
4. Collect 100% of the facts on your first interview. Employers invest a lot of time and money in candidate interviews, so do your best to avoid the need for a second visit. Be prepared to gather all of the facts about the opportunity, the practice and the community on your first interview.
5. Bring your spouse or significant other. The interview process can take several months, so don't prolong it by having to make a second visit to get the approval of your spouse or significant other. Bring him or her the first time to tour the area and see the practice, so you won't lose the opportunity to another candidate who is ready sooner to accept an offer.
6. Don't overemphasize compensation. Placing too much emphasis on compensation is one of the biggest turnoffs for an employer.
7. Be on time. Arriving late makes a bad impression. Plan to arrive about 15 minutes early, so you have a few minutes to relax.



# Preparing for an On-Site Interview

## Checklist: Before the Interview

- Visit the company's website to get a feel for its culture, business goals, services, and financial reports. For hospitals, you can obtain some of this information by searching the hospital at <http://www.ahd.com/search.php>.
- Search the Internet for news or information about the company. Don't overlook blogs.
- Practice your [Elevator Speech](#)
- Prepare and practice answers to typical interview questions. For sample questions, see [Resource E-21](#)
- Make a list of custom questions to ask for each interviewer, (i.e. physician recruiter, chief financial officer and medical director.) Bring them with you on the interview.
- Request an itinerary, which often has a list of interviewers. [S-05: Sample Physician Candidate Itinerary](#).
- Write down examples of past successes that you can discuss in the interview.
- Contact three references and request letters of reference. If possible, send the letters to the employer before the interview, and provide copies to each interviewer.
- Plan your attire and accessories and make sure everything is clean. Unless the company explicitly tells you to dress casually, wear a suit. Present your most polished image.



# Preparing for an On-Site Interview

## Checklist: Items to Take with You

- Interview agenda with names of interviewers (if provided)
- Pad of paper and pen for notes
- Written questions for each interviewer
- Copies of CV and cover letter for each interviewer
- Food (something small, quick, and filling in case of extended interview)
- Comb, breath mints, lipstick, tissue, lint remover, or anything else that will help you feel confident and make the best possible presentation

## Checklist: After the Interview

- Send a thank you note within 24 to 72 hours to each person you interviewed with.
- Follow through on any promises you made during the interview (e.g., sending information you said you would provide).
- Work through the following Decision-Making Worksheets
  - [Defining Personal Values & Priorities](#) E-34
  - [Revisiting Physician Leadership Competencies](#): E-25
  - [Compensation Packages](#): E-23
  - [Prioritizing Offers](#) E-24
  - [Decision Making Worksheet](#) E-26

